

## Information on Fort Sill Freedom of Information Act

The Freedom of Information Act (FOIA) provides that any person has a right, enforceable in court, to obtain access to federal agency records, except to the extent that such records (or portions of them) are protected from disclosure by one of nine exemptions or by one of three special law enforcement record exclusions.

### What is a FOIA Request?

A FOIA Request is a written request for Department of Defense records, made by “any person”, including a member of the public (U.S. or Foreign citizen), an organization, or a business. Request may also be made through an attorney or other representative on behalf of “any person.” Please refer to “A Citizen’s Guide to Request Army Records” accessible from the menu on this page for information on submitting U.S. Army FOIA requests.

### What is a FOIA Requester Service Center?

In accordance with Executive Order 13392, “Improving Agency Disclosure of Information,” FOIA Requester Service Centers were established to serve as the first place FOIA request may contact to seek information concerning the status of their request as well as the agency’s response. The Fort Sill FOIA Requester Service Center is the primary contact source for FOIA request for records pertaining to all Fort Sill operations and management of Army installation support activities.

### Where to Submit Your FOIA Requests and Status Request?

Only FOIA requesters, who have questions concerning the status of their request, or the agency’s response and status requests for records pertaining to Fort Sill operations and management of Army installation support activities, should be submitted to this center.

### Hours of Operations

The Fort Sill FOIA Request Service Center Hours of operations are 0800-1630 Central Time Monday-Friday.

Fort Sill Freedom of Information Act (FOIA)

Services	Information
Processing of FOIA requests for Information/documents.	Submit request via mail to- FOIA Official, Admin Service Division 4700 Mow-Way Road, Suite 128, Fort Sill, Oklahoma 73503 Or fax to (580) 442-7381
Type of Request	Information Needed
Commercial	<ul style="list-style-type: none"><li>(1) State you are requesting records under the FOIA.</li><li>(2) Describe records requested with sufficient details to enable the government to locate requested records by conducting a reasonable search.</li><li>(3) Indicate you are willing to pay appropriate fees for the records. You may indicate an up to amount you are willing to pay or request an estimate of the fees.</li><li>(4) Questions? Call (580) 442-6573</li></ul>
News Media/Educational Institutions	<ul style="list-style-type: none"><li>(1) State you are requesting records under the FOIA.</li><li>(2) Describe records requested with sufficient details to enable the government to locate requested records by conducting a reasonable search.</li><li>(3) Indicate you are willing to pay duplication charges in excess of 100 pages if more than 100 pages or records are desired. (Current charge is \$.15 per page.)</li><li>(4) Questions? Call (580) 442-6573</li></ul>

Individuals	<p>(1) State you are requesting records under the FOIA.</p> <p>(2) Describe records request with sufficient details to enable the government to locate requested records by conducting a reasonable search.</p> <p>(3) Indicate you are willing to pay duplication charges in excess of 100 pages if more than 100 pages of record are desired. (Current charge is \$.15 per page.)</p> <p>(4) Questions? Call (580) 442-6573</p>